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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 12 October 1960

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 36, 4 - 11 October 1960

## COURSE ACTIVITIES

### Operations Support Course:

Phase II is in the second week and the students have been working on their field "in-box" problem. The students with overseas experience have commented that the situations presented are quite typical and in their opinion more valuable than objective tests. Our findings on the results of the "in-box" problem will be covered in next week's report.

### Administrative Procedures:

The course schedule for Administrative Procedures No. 93 has been distributed.

## OUTSIDE ACTIVITIES

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1. Mr. [REDACTED] at the request of the Office of Personnel, arranged for the showing of a film entitled "Assignment [REDACTED]" to the Office of Personnel Staff meeting. The film was repeated twice for members of the Central Processing Branch and other personnel people. The film was loaned to us by the FE Division and was supposedly made by Agency personnel in the spring of 1960. It is a visual "Post Report" in color and runs 45 minutes.

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25X1A9A

2. Mrs. [REDACTED], at the request of Mr. [REDACTED] has arranged tutorial training on budget and finance subjects to qualify the wife of an FE employee for enrollment in the Budget and Finance Course. The husband and wife are going out as a team to a two-man station.

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*This film can be borrowed from FE for OTR showing. Perhaps OS would want to use it I - or perhaps they have.*

*How about LAS?*

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25X1A9a 3. Relative to the new Overseas and Allowances Act as  
passed by the 86th Congress and signed by the President, Mr.  
[REDACTED] conferred with Mr. [REDACTED] of the Transportation  
Division, Office of Logistics. Mr. [REDACTED]  
that this Agency has a committee, consisting of representatives  
of the Office of Personnel, Logistics, and the Comptroller,  
conducting a study of this Act to determine the changes necessary  
in present Regulations, which are necessary to insure conformance.  
25X1A9a Mr. [REDACTED] advised of any and all changes which  
are pertinent to material presented in training courses by Mr.  
25X1A9a [REDACTED]

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